



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, JANUARY 13, 2026
5:30 PM
COUNCIL CONFERENCE ROOM**

Public Input: *Citizens may address the committee regarding any item of business that is not on the agenda. The duration for an individual speaking under Public Input is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.*

General Items

1. Review and approve Budget Finance Committee Minutes of December 22, 2025.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through January 9, 2026.
4. Review and approve payroll register for pay period ending December 20, 2025, totaling \$254,389.89.
5. Review and approve payroll register for pay period ending January 4, 2026, totaling \$286,180.77
6. Review and approve December Utility Billing Adjustments.

New Business

Old Business

Other Items

7. Review Comp/OT report for pay period ending December 20, 2025.
8. Review Comp OT report for pay period ending January 4, 2026.
9. Mayor's Executive Update.
10. Clerk Treasurer's Financial Update.
11. Review 2026 Claim Review Schedule.

Announcements

12. The next Budget Finance Meeting will be held on Tuesday January 27, 2026, at 5:30 p.m.
13. Tom Canape is scheduled to review the claims for the next meeting.

The City makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431, Ext. 5100, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.

File Attachments for Item:

1. Review and approve Budget Finance Committee Minutes of December 22, 2025.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, December 22, 2025**

Members' Present: Michelle Mize, Heidi Sparks, Richard Klose, Casey Wheeler

Others Present: Kelly Strecker, David Waggoner

The meeting was called to order by the Committee Chair at 5:30 pm.

Public Input: There was no public comment.

General Items –

1. Review and approve December 09, 2025, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of December 09, 2025. Casey Wheeler seconded the motion. With no objection, the minutes of December 09, 2025, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. Kelly presented a purchase requisition for Matt Wheeler as he could not be present at the meeting. The requisition is to purchase a new pickup street sander for the flatbed pickup. With the recent snow storm the older sander broke and is need of some expensive repairs. The city will purchase the sander from Kois Brothers. This street sander is all electronic which will make it very easy to spread sand on the icy spots after a storm. The cost of the new street sander is \$9260.00 which includes installation. Heidi Sparks moved to approve the purchase requisition for the new street sander. Michelle Mize seconded the motion. With no objection, the purchase requisition was approved. JW presented a purchase requisition for the purchase of extrication gear for the new fire truck. This will be paid for from the donation that they received from CHS. The cost of the extrication gear is \$32,995.00 and will be purchased from Fire Up Rescue. Heidi Sparks moved to approve the purchase requisition for the extrication gear. Michelle Mize seconded the motion. With no objection, the purchase requisition was approved.
3. Review and recommend approval to Council; claims entered through December 19, 2025. Michelle Mize moved to approve the claims and check register for claims entered through December 19, 2025. Casey Wheeler seconded the motion. With no objection, the claims and check register of December 19, 2025, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending December 07, 2025, totaling \$309,075.15. Heidi Sparks motioned to approve the payroll register for the pay period ending December 07, 2025, totaling \$309,075.15. Casey Wheeler seconded the motion. With no objection, the payroll register for December 07, 2025, was approved. There was no public comment.

New Business – None

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending December 07, 2025.
2. Mayor Update – The mayor did not have any updates.
3. Clerk/Treasurer Financial Update-Kelly stated that he wanted to remind everyone of the special meeting that will be held on January 06, 2026. Since we are nearing the end of the year the mayor will have to appoint the new Budget Finance Committee at that special meeting.

Announcements –

1. The next Budget and Finance Committee meeting will be held on January 13, 2025, at 5:30 pm.
2. If reappointed Richard Klose is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:03 p.m.

Respectfully submitted,



Kelly Strecker

NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.

File Attachments for Item:

7. Review Comp/OT report for pay period ending December 20, 2025.

Comp and Overtime Report

PPE: 12/20/2025

Division: Police

Submitted by: Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
12/16/2025		3	Baumgartner	SWAT training	30.42
12/21/2025		4	Baumgartner	Scheduled OT	30.42
12/18/2025		4	Booth	Scheduled OT	31.92
12/16/2025	6		Brew	P202501028 Felony Arrest	33.17
12/16/2025	7		Bryant	P202501028 Felony Arrest	33.17
12/21/2025	4		Collins	Scheduled OT	29.26
12/16/2025		2.5	Johnson	P202501028 Felony Arrest	30.42
12/19/2025		5	Johnson	Scheduled OT	30.42
12/17/2025	4		Kinn	Dispatch Coverage	28.51
12/10/2025		3	Lafrombois	City Court trial	29.26
12/21/2025		4	Lafrombois	Scheduled OT	29.26
12/09/2025		0.5	Mayo	P202501090	29.26
12/18/2025	4		Mayo	Scheduled OT	29.26
12/09/2025		2	Ratcliff	P202501090	29.26
12/18/2025		4	Ratcliff	Scheduled OT	29.26
12/09/2025		2	Schaff	P202501090	28.26
12/17/2025		1	Schaff	CFS 2025090546 and 9572	28.26
12/18/2025		4	Schaff	Scheduled OT	28.26
12/18/2025	4		Seibert	Scheduled OT	29.26
12/10/2025	4		Sell	Dispatch Coverage	29.51
12/19/2025	12		Sell	Dispatch Coverage	29.51
12/20/2025	12		Sell	Dispatch Coverage	29.51
12/16/2025	2		Swan	P202501028	31.92
12/18/2025	2		Swan	DUI Task Force Angel Treen Ceremony	31.92
12/20/2025		4	Swan	Scheduled OT	31.92
12/21/2025		12	Swan	OT coverage due to training	31.92
	61	55			

Dept: Police

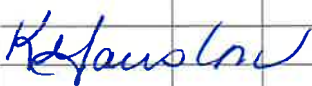
Total Comp
Hours 61x1.5= 91.5


\$33.17 x 19.50	\$	646.88
\$31.92 x 6	\$	191.52
\$29.26 x 18	\$	526.68
\$28.51 x 6	\$	171.80
\$29.51 x 42	\$	1,239.56
Comp Total	\$	2,776.44

Grand Total \$ 4,942.70

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Comp and OT Report					
PPE:	12/20/2025				
Dept:	Shop				
Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
12/16/2025		1.5	Ceaser	scheduled OT /water turn on	\$ 29.97
12/17/2025		5	Ceaser	Tree removal /container site fire	\$ 29.97
12/18/2025		3.5	Ceaser	Fire watch	\$ 29.97
12/20/2025		3	Ceaser	Burial	\$ 29.97
12/12/2025		2	Fournier	Snow Plowing	\$ 26.91
12/17/2025	4		Fournier	Fire Watch	\$ 26.91
12/17/2025	7.5		Fox	Callout/Fire Watch	\$ 28.33
12/17/2025		9	Guy	Fire Watch	\$ 29.97
12/17/2025	2.5		Hoffman	Fire Watch	\$ 29.12
12/17/2025	5.5		S. Nauman	Fire Watch	\$ 20.15
12/12/2025		2	Woodard	Snow Plowing	\$ 26.91
	19.5x1.5=	26	OT Hours		
	29.25 comp				
	6x26.91=	161.46			
	3.75x29.12	109.2			
	8.25x20.15	166.24			
	11.25x28.33=	318.71			
	Total Comp=	755.61			
				Comp Total	\$ 755.61
	22x(29.97x1.5)	989.12		OT Total	\$ 1,150.60
	4x(26.91x1.5)	161.48			
	Total OT:	\$1,150.60			
				Grand Total	\$ 1,906.21
Submitted By:	<i>Kelly Lawson</i>				

Comp and OT Report					
PPE:	12/20/2025				
Dept:	WTP/WWTP				
Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
12/17/2025		3	Caswell	Callout	\$ 30.11
12/11/2025		2	Henry	install new guage	\$ 31.77
12/13/2025		2.5	Henry	pumps not working	\$ 31.77
12/11/2025		2	Nicholson	wok on main channels	\$ 30.11
12/17/2025	3		Nuernberger	Plant Issues	\$ 31.77
12/21/2025	3		Nuernberger	Plant Issues	\$ 31.77
	6	9.5			
6x1.5=					
9 COMP HOURS					
9x31.77	285.93				
Total	\$285.93				
				Comp Total	\$ 285.93
OT Hours					
5x(30.11x1.5)=	\$225.85				
4.5x(31.77x1.5)	\$214.47				
Total	\$440.32				
				OT Total	\$ 440.32
				Grand Total	\$ 726.25
Submitted By:					

Comp and OT Report					
PPE:	12/20/2025				
Dept:	Ambulance				
Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
12/12/2025	8		Charbonneau	Scheduled OT	\$ 26.00
12/19/2025	8		Charbonneau	Scheduled OT	\$ 26.00
12/13/2025		8	Contreraz	Scheduled OT	\$ 22.36
12/20/2025		8	Contreraz	Scheduled OT	\$ 22.36
12/14/2025		8	Crable	Scheduled OT	\$ 25.00
12/21/2025		8	Crable	Scheduled OT	\$ 25.00
12/14/2025	14		Grayson	Scheduled OT	\$ 30.16
12/21/2025	8	16	Grayson	Scheduled OT	\$ 30.16
12/14/2025		8	D. Hopkins	Scheduled OT	\$ 28.08
12/21/2025		9	D. Hopkins	Scheduled OT	\$ 28.08
12/12/2025		7.25	A. Johnson	Scheduled OT	\$ 20.00
12/19/2025		4.5	A. Johnson	Fundraiser, OT	\$ 20.00
12/21/2025		8	A. Johnson	Scheduled OT	\$ 20.00
12/20/2025		8	Olson	Scheduled OT	\$ 26.00
12/11/2025		8	Riley	Scheduled OT	\$ 28.08
12/18/2025		8	Riley	Scheduled OT	\$ 28.08
12/14/2025	8		Schanz	Scheduled OT	\$ 20.80
12/21/2025		8	Schanz	Scheduled OT	\$ 20.80
12/21/2025		10	Wong	Scheduled OT	\$ 26.00
12/21/2025		8	Wong	Scheduled OT	\$ 26.00
	46	134.75			
46*1.5=69 Comp Hours					
24x26.00=	\$ 624.00			Comp Total	\$ 1,868.88
33x30.16=	\$ 995.28				
12x20.80=	\$ 249.60				
Total	\$ 1,868.88				
90 OT hours					
				OT Total	\$ 2,615.52
16x(25.00x1.5)	\$ 600.00				
16x(22.36x1.5)	\$ 516.00				
26x(26.00x1.50)	\$ 348.00				
19.75x(20.00x1.5)	\$ 153.00				
33x(28.08x1.50)	\$ 480.00				
16x(30.16x1.5)	\$ 268.92				
8x(20.80x1.5)	\$ 249.60				
Total	\$ 2,615.52			Grand Total	\$4,484.40
Submitted By:					

Comp and OT Report

12/20/2025

Dept: Clerk

[illegible]
$$2.5 \times 1.5 = 3.75 \quad 2$$

Comp Total \$ 83.87

$$1.5 \times 20.79 = 31.19$$
$$.75 \times 25.73 = 19.30$$

OT Total \$ 81.78

$$2 \times (1.5 \times 27.26) = 81.78$$

Grand Total \$ 165.65

Kelly Lauston

[illegible]

File Attachments for Item:

8. Review Comp OT report for pay period ending January 4, 2026.

Comp and Overtime Report

PPE: 1-4-2026

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
12-25		18	Baumgartner	Holiday worked Christmas/P202501127 homicide	30.42
12-26		4	Baumgartner	Doubletime P202501127	60.84
1-4		4	Baumgartner	Scheduled OT	30.42
1-1	4		Booth	Scheduled OT	31.92
1-1		12	Booth	Holiday worked New Years Day	31.92
12-25		8	Bryant	Holiday Worked P202501127	33.17
12-25		12	Collins	Holiday worked Christmas	29.26
1-4		4	Collins	Scheduled OT	29.26
1-1		8.5	Johnson	Holiday worked New Years Day	30.42
1-2	5		Johnson	Scheduled OT	30.42
12-25		12	Kinn	Holiday worked Christmas/dispatch coverage	28.51
12-26	12		Kinn	Dispatch coverage	28.51
12-27	12		Kinn	Dispatch coverage	28.51
12-31	4		Kinn	Dispatch coverage	28.51
1-1		12	Kinn	Holiday worked New Years Day	28.51
1-4	12		Kinn	Dispatch coverage	28.51
12-25		12	Lafrombois	Holiday worked Christmas	29.26
1-4		4	Lafrombois	Scheduled OT	29.26
12-31		5	Mayo	Covered for dayshift	29.26
1-1		12	Mayo	Holiday worked New Years Day	29.26
1-1		4	Mayo	Scheduled OT	29.26
12-25		12	Nelson	Holiday worked Christmas	25.87
1-1		12	Nelson	Holiday worked New Years Day	25.87
1-1		12	Ratcliff	Holiday worked New Years Day	29.26
1-1		4	Ratcliff	Scheduled OT	29.26
1-1		12	Schaff	Holiday worked New Years Day	28.26
1-1		4	Schaff	Scheduled OT	28.26
1-1		12	Seibert	Holiday worked New Years Day	29.26
1-1	4		Seibert	Scheduled OT	29.26
1-2		6	Seibert	*DUI shift*	29.26
12-25		18	Swan	Holiday worked Christmas/P202501127 Homicide	31.92

12-25 8
12-26- 8

Brew
Bryant

P202501127 Homicide
P202501127 Homicide

33.17
33.17

12-26		4	Swan	P202501127 doubletime	63.84	(31.92 x2)
1-1		4	Swan	Scheduled OT	31.92	

[illegible]

TOTAL \$ 13,275.16

Comp and OT Report

PPE: 1/9/2026
Dept: Clerk/Building

[illegible]

TOTAL \$ 8793

PPE: 1/9/2026
Dept: WTP/WWTP

TOTAL \$ 4062.02

Comp and OT Report

PPE: 1/9/2026
Dept: Shop

[illegible]

Comp
TOTAL

TOTAL \$ 411.25

Comp and OT Report

PPE: 1/9/2026
Dept: Ambulance

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
12/26-01/02	16		T Charbonneau	SCHEDULED OT	\$ 26.00
12/25/2025		16	T Charbonneau	HOLIDAY WORKED	\$ 26.00
1/1/2026	16		T Charbonneau	HOLIDAY WORKED	\$ 26.00
12/25/2025		8	A Contrerez	HOLIDAY WORKED	\$ 22.36
12/27-1/8		16	A Contrerez	SCHEDULED OT	\$ 22.36
1/3/2026		8	A Contrerez	HOLIDAY WORKED	\$ 22.36
12/25/2025		8	M Crable	HOLIDAY WORKED	\$ 25.00
12/23-1/4	1.75	8	M Crable	SCHEDULED OT, LATE CALL	\$ 25.00
12/25/2025		3	E Grayson	HOLIDAY WORKED	\$ 30.16
12/26/2025		6	E Grayson	Chartering, install gutter heat tape	\$ 30.16
12/28/2025	16		E Grayson	SCHEDULED OT	\$ 30.16
12/25/2025		16	D Hopkins	HOLIDAY WORKED	\$ 28.08
12/28-12/4		16	D Hopkins	SCHEDULED OT	\$ 28.08
1/1/2026		16	D Hopkins	HOLIDAY WORKED	\$ 28.08
12/28/2025		8	A Johnson	SCHEDULED OT	\$ 20.00
1/1/2026		8	A Johnson	HOLIDAY WORKED	\$ 20.00
12/27-1/3		16	K Olson	SCHEDULED OT	\$ 26.00
12/28-1/4		16	T Schanz	SCHEDULED OT	\$ 20.80
1/1/2026		8	W Wong	HOLIDAY WORKED	\$ 26.00
	49.75			48 X 26.00 =	1248.00
	X 1.5			2.63 X 25.00 =	65.75
	74.63	Comp Hours		24. X 30.16 =	723.84
					2037.59 comp hours
					=
		177 OT Hours		40 X (26.00 X 1.5) =	1560.00
				32 X (22.36 X 1.5) =	1073.28
				16 X (25.00 X 1.5) =	600.00
				9 X (30.16 X 1.5) =	407.16
				48 X (28.08 X 1.5) =	2021.76
				16 X (20.00 X 1.5) =	480.00
				16 X (20.80 X 1.5) =	499.20
					6641.40
					=

TOTAL

\$8678.99

File Attachments for Item:

11. Review 2026 Claim Review Schedule.

Claim Review Schedule January thru June 2026.

January 13- Richard Klose

January 27- Tom Canape

February 10- Casey Wheeler

February 24- Jessica Banks

March 10- Richard Klose

March 24- Tom Canape

April 7- Casey Wheeler

April 21- Jessica Banks

May 12- Richard Klose

May 26- Tom Canape

June 09- Casey Wheeler

June 23- Jessica Banks